

Worksession

Agenda Item #	8
Meeting Date	October 15, 2007
Prepared By	Barbara B. Matthews City Manager
Approved By	

Discussion Item	Retirement of Deputy City Manager and City Manager's Proposed Reorganization Plan
Background	<p>Deputy City Manager Wayne Hobbs will retire effective December 31, 2007. In light of his pending retirement, the City Manager has evaluated the current organizational structure. The City Manager has taken this opportunity to determine the best manner in which to meet overall organizational needs and objectives, rather than merely focusing on the coverage of the primary duties performed by the current Deputy City Manager.</p> <p>A summary of the City's Manager's proposed organizational restructuring plan is attached.</p>
Policy	<p>The City Council determines the allocation of City resources through the adoption of the annual budget.</p> <p>Budget amendments must be approved by a two-reading ordinance of the City Council.</p> <p>Any increase in the number of full-time equivalents must be approved by the City Council.</p>
Fiscal Impact	None—Discussion Only
Attachments	Summary of City Manager's proposed organizational restructuring plan dated October 11, 2007
Recommendation	The City Manager requests Council approval of her proposed organizational restructuring plan, to be subsequently formalized through enactment of an amendment to the FY08 budget.
Special Consideration	

**Retirement of Deputy City Manager
Organizational Restructuring Plan
October 11, 2007**

Primary Duties of Current Deputy City Manager

- Serves as Acting City Manager in City Manager's absence.
- Directs and supervises Human Resources, Information Systems, and Communications.
- Assists the City Manager in the development of the City's annual operating and capital budget.
- Makes final hiring decision for positions below department manager level.
- Approves purchase orders.
- Conducts union contract negotiations and participates in labor relations activities.
- Serves as Chair of Police Pension Board.
- Serves as co-chair of Emergency Preparedness Committee.
- Coordinates City's overall emergency preparedness.
- Oversees and recommends changes to various employee benefit programs, salary structures, and performance appraisal system.
- Represents the City Manager at personnel-related hearings and investigations.

Restructuring Plan Goals

- Ensure coverage of all primary duties performed by current Deputy City Manager.
- Maintain or preferably reduce City Manager's direct span of control to allow greater focus on general management issues.
- Have tasks performed at appropriate level within the organization, thereby allowing managers to focus on more strategic matters and long-term planning.
- Provide additional resources in several areas that have not been satisfied by use of interns or contractual clerical assistance.
 - Provide a higher level of service to department managers in employee recruitment, supervisory training, and other human resource functions.
 - Address increasing workload of Information Systems staff. Provide resources necessary to ensure timely customer service and more strategic approach to Information Systems planning.
 - Provide greater resources in financial management matters, including but not limited to preparation of the annual operating and capital budget, fixed asset management, posting of journal entries as requested by the Director of Finance, accounts receivable billing and collection, and grant monitoring/accounting.

- Better utilize position of Management Assistant in addressing tasks in the City Manager's Office.
- Implement more comprehensive and strategic approach to communication-related matters.

Key Elements of Organizational Restructuring

- Promotion of Community and Government Liaison to Deputy City Manager. Duties will include but are not limited to the following: serving as Acting City Manager in City Manager's absence, approval of purchase orders, conduct of contract negotiations, representation of City Manager at personnel-related hearings and investigations, assisting City Manager in the development of the City's annual operating and capital budget, and oversight of lobbying/intergovernmental efforts.
- Elimination of Community and Government Liaison position. Primary duties of position to be reassigned to other staff and/or provided through contractual arrangement.
- Deputy City Manager to direct and supervise Communications Manager and Management Assistant.
- Director of Finance to direct and supervise Information Systems Manager.
- Key personnel functions to be under the direction of Human Resources Manager, who will report to the City Manager.
- Police Chief to serve as Co-Chair of Emergency Preparedness Committee and will assume lead role in emergency preparedness matters, with staff support to continue to be provided by Management Assistant.
- Hiring of one additional full-time staff person in each of the following areas:
 - Human Resources
 - Information Systems
 - Finance
- Reallocation of budgeted dollars for current Deputy City Manager to partially fund new positions in Human Resources, Information Systems, and Finance.
- Elimination of part-time parking enforcement officer position in Police Department. Position is currently vacant. No reduction in parking enforcement efforts, as Nuisance Abatement Officer has adequate capacity to perform function.
- Elimination of two intern positions (one in Finance, one in Information Systems). Information Systems intern position is currently vacant.
- Elimination of contractual clerical assistance funding in Human Resources budget.

Impact of Organizational Restructuring

- Restructuring can be accomplished with no or minimal increase in City's annual operating costs. Cost of partially contracting out lobbying services is undetermined.
- Net increase of 1.525 FTEs.

- City Manager's span of control will decrease by one, with supervisory responsibility for Management Assistant transferred to Deputy City Manager.

Council Action Required

- Budget amendment to reallocate FY08 resources.
- Authorization to increase FTEs.